

**Mission Notice**  
**US Agency for International Development (USAID)**  
**Mission to Zimbabwe**

**Mission Notice No: 18-01**

**Date: January 11, 2018**

**VACANCY ANNOUNCEMENT**

**Open to:**

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

**Position Title:** Democracy, Rights and Governance Advisor  
**Office:** Democracy, Rights and Governance; USAID/Zimbabwe

**Position Grade:** FSN-11  
**Salary Range:** US \$57,406 – \$83,236 basic salary grade range

The U.S. Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Opening Date:** January 11, 2018

**Closing Date:** February 9, 2018 (1700 hours local time)

**Work Hours:** Full time; 40 hours per week

**Basic Description of the Position:**

The Democracy, Rights and Governance Advisor (DRG Advisor) has program management responsibility for assigned activities contributing to the achievement of the results of the team. These activities are comprised of contracts, grants and cooperative agreements.

The DRG Advisor will collaborate closely with all stakeholders. In addition, the DRG Advisor will plan and direct activity implementation and monitor program impact. The DRG Advisor will participate in expanded team meetings which bring together senior staff from various teams to inform the management decisions of the Team Leader.

As an expert advisor, s/he will:

- Make strategic recommendations on policy and programmatic decisions for foreign assistance. S/he will represent USAID and the USG on technical, policy, and strategic planning issues.

- Manage select components of the complex programming portfolio. This includes resource commitments, financing arrangements, number of grantees, and the administrative structure through which the project is delivered.
- Lead assigned activities in preparing, updating and carrying out annual work and budget plans that describe all major activity design, implementation, monitoring and evaluation, audit closeout, reporting, and funding tasks and corresponding documentation to be carried out in order to achieve development results.
- Coordinate with the implementing partners to ensure that the work and budget plans are overseen and activities are implemented in a timely fashion and in accordance with Agency policies and procedures.
- Work with Mission staff to troubleshoot implementation problems as required. As part of this, prepare all procurement documentation, including scopes of work, program descriptions, etc., and conduct quarterly accruals.
- Exercise extensive judgment/discretion when engaging customers, partners and stakeholders on an as-required basis in reviewing the progress of program implementation and partner M&E practices, designing activities, planning and carrying out development interventions, research, and monitoring and evaluating activity impact.

Any questions should be emailed to [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov).

#### **MINIMUM QUALIFICATIONS:**

- A. **Education:** A Master's degree in one or more of the following fields of study. Law, social/political science, public policy administration or economics.
- B. **Experience:** Seven years work experience in aspects of political development, conflict resolution, social cohesion, human rights, good governance, or advocacy. One year monitoring and evaluation experience.
- C. **Language Proficiency:** Level 4 English (fluent written and spoken language) is required as well as fluency in Shona and/or Ndebele.

Applicants who meet the above Minimum Qualifications will be further evaluated based on scoring of the Evaluation Criteria below.

#### **EVALUATION CRITERIA:**

The following factors are listed and will be the basis for evaluation of all applications.

- A. Technical Knowledge and Development Program Management Experience (40 Points)
  - 1. Experience in implementing political development, conflict resolution, social cohesion, human rights, good governance, or advocacy programs.

2. Knowledge and understanding of Zimbabwe's history, culture, and politics. Knowledge of dynamics of Zimbabwean communities, local governance structures, and regulations.
3. Ability to analyze developments in the social, political, and operational environment and formulate sound recommendations to adapt programming and inform decisions and policies
4. Understanding of the role of foreign assistance in promoting sustainable development in the governance sector.
5. Experience with collaborative development assistance planning and implementation activities. Ability to work effectively under pressure to carry out specific, results-oriented tasks given constraints in time, information, and logistical support.

**B. Communication Skills (40 Points)**

1. Ability to articulate political development, conflict resolution, social cohesion, human rights, good governance, and/or advocacy issues both verbally and in writing.
2. Ability to communicate issues, concepts, and principles verbally and in writing to a non-technical audience.
3. Ability to prepare regular and ad hoc reports, presentations, trainings, analysis, activity documentations, and briefing papers.

**C. Demonstrated Teamwork and Interdisciplinary Approach (20 Points)**

1. Ability to work while demonstrating tact and respect in a diverse team environment to achieve consensus.
2. Ability to take an alternate or original approach to address issues within the context of an international development assistance program.
3. Ability to handle challenging situations in a non-controversial manner and garner respect from individuals advocating different positions on an issue.

**Total Possible Application Points: 100**

Scoring of the selection criterion detailed above will be done through a written and oral interview.

**TO APPLY:**

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

- A. An application letter, detailing how the applicant meets the minimum qualifications. Applicants who do not demonstrate meeting the minimum qualifications will not be shortlisted. Applicants are also encouraged to provide significant detail explaining their suitability for the position in terms of the Evaluation Criteria.



- B. A current resume relevant to the position (no more than 2 pages)
- C. Any other documentation that addresses the qualification requirements of the position listed above.

**SELECTION PROCESS:**

After an initial application screening, the best qualified applicants will be invited to participate in a written exercise and oral interview.

A conditional letter offer will be extended pending medical and security clearances.

Please note: Only short listed candidates will be contacted with the results of the final selection. USAID will hold all applications. USAID reserves the right to consider applicants for similar jobs through September 30, 2018. Due to the great number of applications received, we are not able to contact each applicant.

**PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:**

Applications will be accepted only by email. Please use the following email address: [hararerecruit@state.gov](mailto:hararerecruit@state.gov)

Please note: Applications should not exceed 2mb in size as emailed.

Please indicate **18-01 Democracy, Rights and Governance Advisor** in the subject line of the application e-mail and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), February 9, 2018.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:  
Executive Office



Brent Schaeffer  
Executive Officer